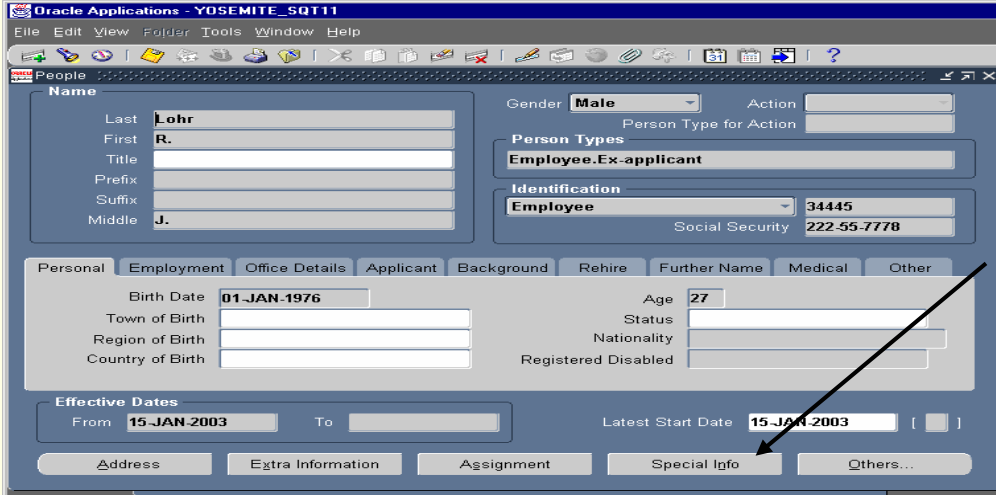
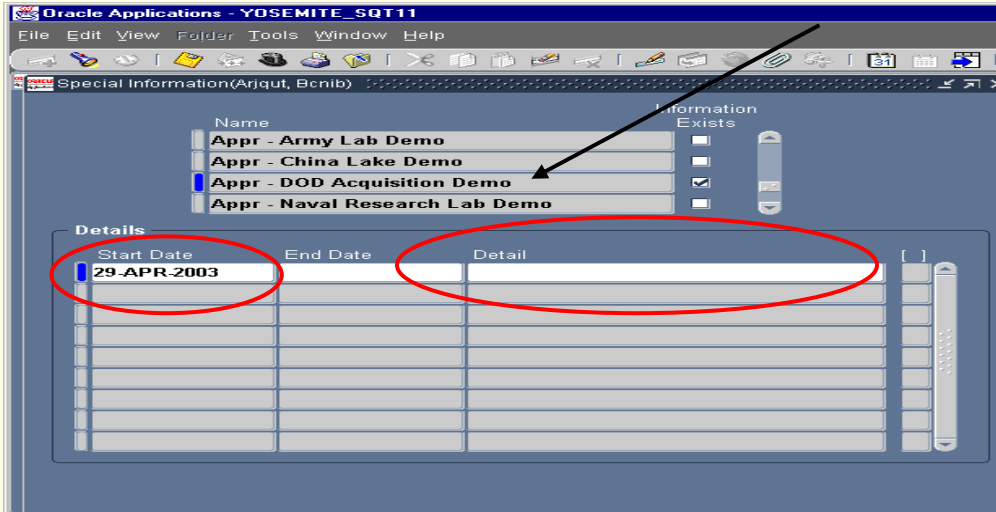


NAVY ACQUISITION DEMO PERFORMANCE APPRAISAL INPUT

- Appraisal Input**
- Appraisal update must be input in the **Appr – DOD Acquisition Demo** DDF. **DO NOT** enter it in the **US FED PERF APPRAISAL** DDF.

STEP	ACTION
1	<ul style="list-style-type: none"> From the Navigation List, go to People -> Enter and Maintain and click on <Special Info>. 
2	<ul style="list-style-type: none"> Find the DDF "Appr – DOD Acquisition Demo" and highlight. Click on the Start Date in the Details area and change the date to the effective date of action. Click on the white box labeled Detail and open the DDF. 

3

- Complete the fields in the DDF. A brief description of each data field is provided below.

Oracle Applications - YOSEMITE_SQT11

File Edit View Folder Tools Window Help

Appr - DOD Acquisition Demo

Appraisal Type **L** Demonstration Appraisal

Rating of Record

Date Effective

Rating of Record Pattern **H** Summary levels 1, 2, 3, 4, and 5

Rating of Record Level

Date Appraisal Period End

Unit

Organization Structure ID

Office Symbol

Pay Plan

Grade

Date Due

Appraisal System Identifier

Date Initial Appraisal Due

Optional Information

OK Cancel Clear Help

- ◆ Appraisal Type = **L** (Demonstration Appraisal)
- ◆ Rating of Record – enter rating
- ◆ Date Effective – enter effective date of appraisal = 01 January of current Performance year.
- ◆ Rating of Record Pattern = **H** (Summary levels 1-5)
- ◆ Rating of Record Level - **Leave Blank**
- ◆ Date Appraisal Period End – Enter **01 January** of current Performance year
- ◆ Unit – enter UIC
- ◆ Organization Structure ID – enter orgcode
- ◆ Office Symbol – **Leave Blank**
- ◆ Pay Plan – enter pay plan
- ◆ Grade – enter grade
- ◆ Date Due – enter the same date as the **Date Effective** field.
- ◆ Appraisal System Identifier – **Leave Blank**
- ◆ Date Initial Appraisal Due – **Leave Blank**

4

Click **<OK>** when coding is complete.

5

Click **<Save>** and exit the **<Special Info>** window.